



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON  
307 CHAMBERLAIN AVENUE  
FORT GORDON, GEORGIA 30905-5730

REPLY TO  
ATTENTION OF:

IMSE-GOR-HR

MAR 29 2007

MEMORANDUM FOR All Garrison Personnel

SUBJECT: Garrison Command's Policy Memorandum No. 7 — Civilian Recruitment

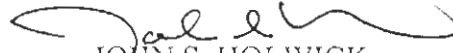
1. Ranking and interview panels are required for positions at GS-13 and above and for GS-12 positions that are unique; e.g., Fire Chief or Deputy. A member of the Civilian Personnel Advisory Center (CPAC) will serve as an advisor to such panels on issues such as panel responsibilities, panel composition, confidentiality of information, proper documentation of selection information, and fairness of the process. Guidance may be addressed to your servicing CPAC Human Resources (HR) Specialist. The composition of ranking and interview panels must reflect appropriate diversity, such as gender, race, and/or ethnicity, and must include a member from outside of the organization. Only the approving official may waive the diversity requirement when circumstances warrant; e.g., unavailability of female GS-14, etc. Interview panels can have the same members as the selection panel. Selection criteria, matrix, and interview questions must be reviewed by the approving official, and the Equal Employment Opportunity Office must be involved in the process. Comparative matrices are required for all selections.
2. I will review/approve all selections for GS-13 and above and for GS-12 unique positions, prior to notification of selectees by the CPAC. Also, all by-name requests for noncompetitive Veteran Readjustment Appointments and Veterans Employment Opportunity Act appointments will require justification and my approval.
3. The CPAC will conduct a ten percent quality-control audit of hiring records for all selections where a panel was used, to ensure management is maintaining records and to determine any training needs for management on the selection and interview process. Selection documentation will be maintained in accordance with enclosure 1. A flow chart of the civilian personnel recruitment process is at enclosure 2.

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4. Directors or designees will provide a weekly report to their servicing CPAC HR Specialist via email, listing all Requests for Personnel Action (RPAs) submitted to the Garrison Resource Management Office/Civilian Personnel Operations Center. The listing should contain the RPA number, title, series, and grade of the position and any notes with relevant information.

2 Encls



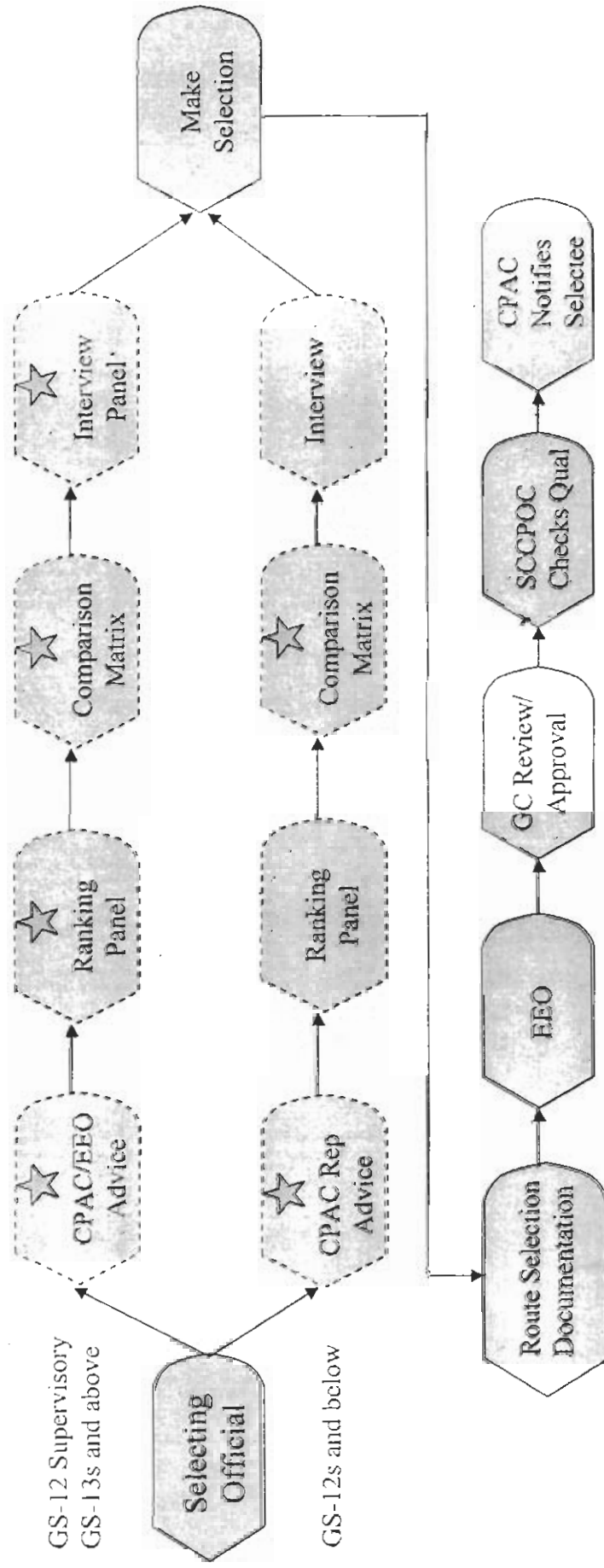
JOHN S. HOLWICK  
COL, SC  
Commanding

This memorandum ~~supersedes~~ the Garrison Commander's Policy Memorandum No. 7 — Garrison Command Civilian Personnel Recruitment Policy Letter, 05 October 2004.

# REQUIREMENTS FOR MAINTAINING SELECTION DOCUMENTATION

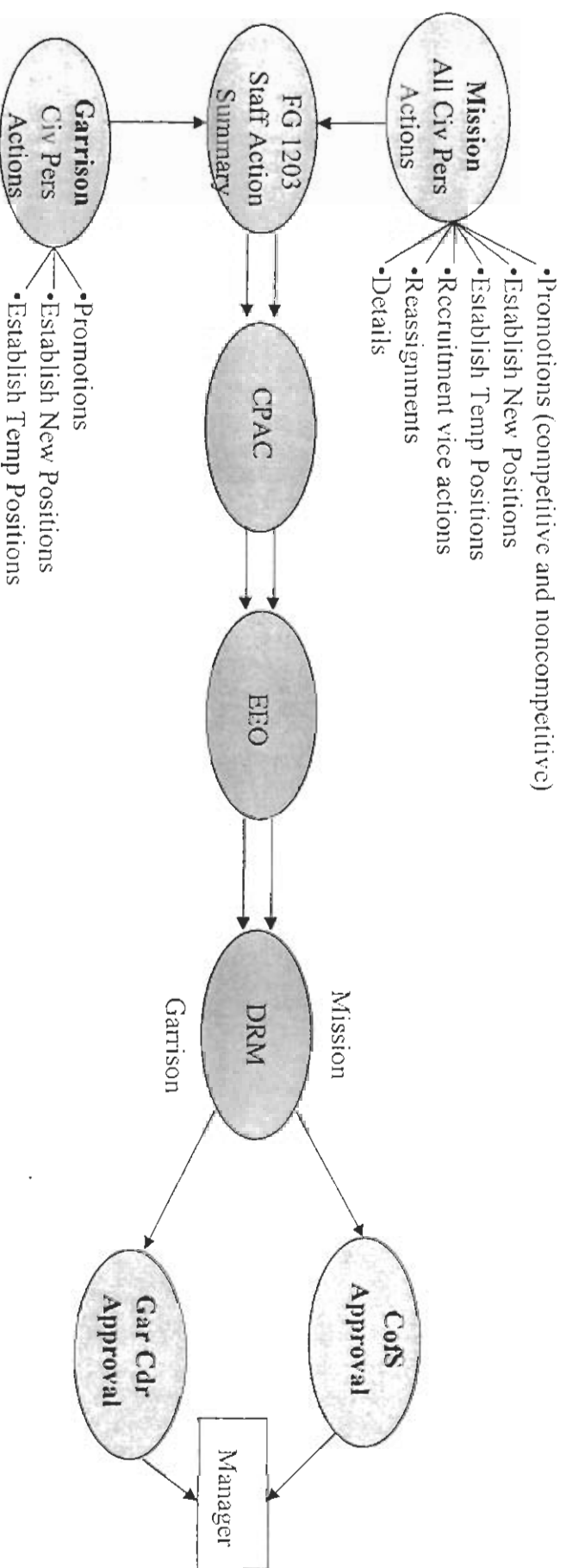
DOCUMENTATION	ORG	CPAC	CPOC	MARKS NUMBER AND DISPOSITION FOR ORG, CPOC, AND CPOC FILES
Request for Personnel Action (RPA)	x		x	690-300g - Destroy after 3 years
Task List	x		x	690-300g - Destroy after 3 years
Job Description (for AMRDEC Lab Demo includes Speciality Code)	x		x	690-300g - Destroy after 3 years
Local Priority Lists				
Job Announcement(s)				
Request for ACCES Referral	x		x	690-300g - Destroy after 3 years
Selection Criteria (e.g. Evaluation Criteria, Completed Matrix)	x		x	690-300g - Destroy after 3 years
Referral List(s) (to include reasons for selectio or reasons for non-use)	x		x	690-300g - Destroy after 3 years
Applications				
Application of the Selected Candidate(s)	x	x		690-300g - Destroy after 3 years
Interview Questions/Results	x	x		690-300g - Destroy after 3 years
Selection Checklist (Completed)	x	x		690-300g - Destroy after 3 years
Panel Process (if Applicable) (to include name, pay plan, series, grade of panel members; individual rating sheets; consensus ratings; notes, etc.				
Nondisclosure Statements	x	x		690-300g - Destroy after 3 years
Notices of Nonselection	x			690-300g - Destroy after 3 years

# Civilian Recruitment Process - Garrison



★ Mandatory requirement

# Civilian Personnel Actions Approval Process



\* Garrison Exceptions: recruitment vice actions, noncompetitive career programs, VRA appointments, NAF positions, details, and reassignments. These actions are processed by the manager directly with SCCPOC.